



Records Disposition Policy

Simpler Policy and Procedures Beginning September 4th, 2012

Special points of interest:

- All records retention schedules can be found on the [RIMS website](#).
- To transfer records to the State Archives, complete the [Transfer of Public Records to the Alaska State Archives Transmittal/Receipt](#) form and email it to [Chris Hieb](#).

We are making a change to how you dispose of records. The good news is that the process has been made simpler!

Beginning September 4th, 2012 for records that are covered by a records retention schedule (general or agency) and have met their full retention period, you no longer need to complete a Records Disposition Authorization (RDA) form and have it approved by the State Archives/RIMS.

You only need to complete a RDA form if the records you are seeking to dispose of are not covered by a records retention schedule.

Although you will no longer need prior approval from the State Archives/RIMS, we **strongly recommend** that you keep completing RDAs to keep an internal log of the records that you have destroyed.

If your agency is using a

shred bin, then you no longer need to seek approval using a Shred Bin Disposition Authorization (SDA) form.

Please ensure that the records you place into shred bins have met their full retention period and can be disposed of.

If you have any questions regarding this, please contact [Gordon E. Brown](#), State Records Manager.

Records Retention Schedules

To complement the simplification of the records disposition policy and procedures, we are working on simplifying records retention schedules for all state agencies.

Full details will be published shortly but we are working on making them easier to use and are standardizing the format of the schedules regardless of when they

were last updated.

We hope to have these changes in place by the end of October in time for the next set of webinars and face-to-face training in Juneau, Fairbanks and Anchorage.

Details of the [webinars](#) and the full Introduction to Records and Information Management ([IRIM](#)) training sessions can be found online.

If you have any questions

regarding this, please contact [Gordon E. Brown](#), State Records Manager.